



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL Agenda 17 October 2023

**Dear Elected Member**

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 17 October 2023 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.

**KELLIE BARTLEY  
CHIEF EXECUTIVE OFFICER**

### Disclaimer

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Woodanilling warns that anyone who has an application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission or statement or intimation occurring during a Council Meeting.

Agendas and Minutes are available on the Shire website [www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)

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# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

### 1.1. DISCLOSURE OF INTEREST

Division 6 Subdivision 1 of the *Local Government Act 1995* requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the *Local Government Act 1995*.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

## 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

#### Present:

Cr S Jefferies	Shire President
Cr HR Thomson	Deputy Shire President
Cr P Morrell	
Cr D Douglas	
Cr T Brown	
Cr B Smith	

#### Officers:

Kellie Bartley	Chief Executive Officer
Mike Hudson	Executive Manager Infrastructure
Lyn Mills	Executive Assistant to CEO

#### Apologies:

#### Observers:

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

## 4. PUBLIC QUESTION TIME

## 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

## 8. CONFIRMATION OF COUNCIL MEETING MINUTES:

### 8.1. ORDINARY MEETING OF COUNCIL – 21 SEPTEMBER 2023

That the Minutes of the Ordinary Meeting of Council held 21 September 2023 be confirmed as a true and correct record of proceedings.

## 9. CONFIRMATION OF OTHER MEETING MINUTES:

Nil to report

## 10. REPORTS OF OFFICERS

Nil to report

## 11. REGULATORY SERVICES

Nil to report

## 12. INFRASTRUCTURE SERVICES

### 12.1. REVIEW OF COUNCIL POLICY 98 – ROAD MAKING MATERIALS

<b>File Reference</b>	<b>ADM0115</b>
<b>Date of Report</b>	11 October 2023
<b>Responsible Officer</b>	Mike Hudson, Executive Manager Infrastructure
<b>Author of Report</b>	Mike Hudson, Executive Manager Infrastructure
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 12.1.1</b> – Current Council Policy 98 – Road Making Materials <b>Attachment 12.1.2</b> – Revised Council Policy 98 – Road Making Materials

#### BRIEF SUMMARY

The purpose of this report is to recommend to Council to adopt the review of the current Council Policy 98 – Road Making Materials so that it reflects current practice.

The current Policy is contained in **Attachment 12.1.1**.

#### BACKGROUND/COMMENT

Shire Officers have commenced the review of the policies to be presented to Council over the next 12 months. The review will identify to revoke, review or endorse Business Operating Procedures due to their administrative nature.

There is no formal requirement for Council to review the Policy Manual, however it is one of the principal roles of Council under Section 2.7 of the *Local Government Act 1995* which is to determine the Policies of the Local Government and as such they should be regularly reviewed by Council.

Regular review of the Shire's Policies is required to ensure their continued relevance and applicability. The review uses a range of methods to establish whether a policy works in practice and to determine the merit, or value of any improvements which can be made.

The Road Making Materials Policy was reviewed with minor changes to working. All changes are contained in **Attachment 12.1.2**

The officer's recommendation is to support the review of the changes in the policy.

#### STATUTORY/LEGAL IMPLICATIONS

Section 2.7 (2) (b) of the *Local Government Act 1995* prescribes that a primary function of the Council is determining the Local Government Policies.

#### 2.7. *Role of council*

- (1) *The council —*
  - (a) *governs the local government’s affairs; and*
  - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to —*
  - (a) *oversee the allocation of the local government’s finances and resources; and*
  - (b) *determine the local government’s policies.*

**POLICY IMPLICATIONS**

The policy has been detailed in the item that is being presented.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

**STRATEGIC IMPLICATIONS**

**THEME 3**

**Governance**

**OBJECTIVES**

To promote continual improvement that is supported by efficient and effective governance structures and processes.

**STRATEGIES**

By ensuring legislation is used to effectively enable quality decision making.

**CONSULTATION/COMMUNICATION**

The consultation process has occurred with Senior Officers on the matters associated with this item.

**RISK MANAGEMENT**

The risk has been assessed and identified as “Low” should the officers recommendation is not supported.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER'S RECOMMENDATION

That Council:

1. Adopts the revised Council Policy – 98 Road Making Materials with the changes as contained in **Attachment 12.1.2** effective from 17 October 2023.

## 13. CORPORATE SERVICES

### 13.1. LIST OF ACCOUNTS FOR PAYMENT – 30 SEPTEMBER 2023

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	3 October 2023
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Brooke Dellacqua, Senior Finance Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.1.1</b> – List of Accounts for Payment – 30 September 2023

### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 September 2023, as required under the *Local Government (Financial Management) Regulations 1996*.

### BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 13.1.1**.

### Payments up to 30 September 2023

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay)	Municipal	\$15,512.02
Cheque Payments	Municipal	\$0.00
EFT Payments #6865 to #6888	Municipal	\$95,766.42
<b>Sub Total</b>	<b>Municipal</b>	<b>\$111,278.44</b>
Payments	<b>Trust</b>	\$0.00
Payments	<b>Reserve</b>	\$0.00
<b>Totals</b>		<b>\$111,278.44</b>

### STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

#### 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee’s name; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
  
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee’s name; and*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;**and*
  - (b) *the date of the meeting of the council to which the list is to be presented.*
  
- (3) *A list prepared under subregulation (1) or (2) is to be —*
  - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

**POLICY IMPLICATIONS**

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

**FINANCIAL IMPLICATIONS**

There are no financial implications that have been identified as a result of this report or recommendation.

**STRATEGIC IMPLICATIONS**

**THEME 3**

**Governance**

**OBJECTIVES**

To promote continual improvement that is supported by efficient and effective governance structures and processes.

**STRATEGIES**

By ensuring legislation is used to effectively enable quality decision making.

**CONSULTATION/COMMUNICATION**

There are no community engagement implications that have been identified as a result of this report or recommendation.

**RISK MANAGEMENT**

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer’s provide a full detailed listing of payments made in the timely manner.

<b>Consequence</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Extreme</b>
<b>Likelihood</b>					

<b>Almost Certain</b>	Medium	High	High	Severe	Severe
<b>Likely</b>	Low	Medium	High	High	Severe
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Low	Medium

<b>Risk Rating</b>	<b>Action</b>
<b>LOW</b>	Monitor for continuous improvement.
<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

That Council accepts the list of accounts and details of the credit card amounts, totalling \$111,278.44 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 September 2023, as contained within **Attachment 13.1.1**.



## 13.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2023

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	9 October 2023
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	DL Consulting
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.2.1</b> – Monthly Financial Report 30 September 2023

### BRIEF SUMMARY

The Monthly Financial Report for period ending 30 September 2023 is presented for Council's consideration.

### BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

The Statement of Financial Activity as at 30 September 2023 shows a closing surplus of \$1,745,721.

### STATUTORY/LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

### FINANCIAL IMPLICATIONS

The Budget will be regularly monitored on at least a monthly basis, by the Chief Executive Officer and Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 February and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within **Attachment 13.2.1**.

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

#### STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

### CONSULTATION/COMMUNICATION

Reporting Officers receive monthly updates to track expenditure and income and to be aware of their work commitments versus budget allocations.

**RISK MANAGEMENT**

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION**

That Council receive the Monthly Financial Report for the period of 30 September 2023, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.2.1**

## 14. COMMUNITY SERVICES

Nil to report

## 15. OFFICE OF CEO

### 15.1. INFORMATION BULLETIN – SEPTEMBER 2023

<b>File Reference</b>	ADM0105
<b>Date of Report</b>	11 October 2023
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Gen Harvey, Landcare WWLZ (for attached report) Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment No. 14.1.1</b> – WWLZ – Information Report for September 2023

#### BRIEF SUMMARY

The purpose of the information bulletin is to keep Elected Members informed on matters of interest and importance to Council.

#### BACKGROUND/COMMENT

The Information Bulletin Report/s deal with monthly standing items and other information of a strategic nature relevant to Council.

Copies of other relevant Councillor information are distributed via email as required or possible Elected Member nominated on the relevant working group have been in attendance.

This month's Information Bulletin attachment includes:

#### Reports:

- Wagin Woodanilling Landcare Zone – September 2023 (**Attachment 14.1.1**)

#### Circulars, Media Releases, Newsletters, Letters:

- WALGA State Conference – Katanning
- Bloom Festival – Art Exhibition
- Woodanilling P & C - Skatepark

#### STATUTORY/LEGAL IMPLICATIONS

There are no statutory or legal implications relating to this report.

#### POLICY IMPLICATIONS

There are no current policy implications with regards to this report.

#### FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of these reports or recommendation.

#### STRATEGIC IMPLICATIONS

##### THEME 2

##### Enhancing Natural and Built Environment

##### OBJECTIVES

To ensure our natural resource management (NRM) decisions and aims are in reference to the Wagin Woodanilling Landcare Action Plan.

##### STRATEGIES

By co-operative management and empowering community involvement, whilst allowing for ecologically sustainable activities.

**CONSULTATION/COMMUNICATION**

There are no community engagement implications that have been identified as a result of this report or recommendation.

**RISK MANAGEMENT**

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the reports.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION**

That Council accepts the Information Bulletin Report for the month of September 2023.

## 15.2. PROPOSED OFFICE AND WORKS DEPOT CLOSURE - CHRISTMAS / NEW YEAR PERIOD 2023/2024

<b>File Reference</b>	4.2.2
<b>Date of Report</b>	12 October 2023
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	Attachment 14.2.1 – Current Council Policy 100 – Christmas/New Year and Easter Arrangements

### BRIEF SUMMARY

Council is asked to consider the closure of the Administration Office and Works Depot from 4pm on Friday 22 December 2023, with staff returning on Wednesday 3 January 2024.

An early decision will inform the community well in advance of the office closure and thus allow residents to make arrangements to meet their commitments.

### BACKGROUND

Traditionally the Administration Office and Depot have closed over the Christmas and New Year period, and there is no record of this closure causing any inconvenience to the community.

The closure of the office will allow staff to have an extended period of leave with the inclusion of the public holidays. Traditionally the number of enquiries and transaction during this period has been low.

The Depot crew also take leave during this period, however, there will be staff available to attend to any emergencies that may be required to be attended to.

The proposed closure dates are as detailed below:

<b>2023/2024 Proposed Christmas Dates</b>				
Day	Date	Administration	Depot	Rubbish Tip
Thursday	21-Dec			OPEN
Friday	22-Dec	Shire proposed to close at 4pm		
Saturday	23-Dec			
Sunday	24-Dec			OPEN
Monday	25-Dec	Christmas Day Public Holiday		
Tuesday	26-Dec	Boxing Day Public Holiday		
Wednesday	27-Dec	Leave Day	Leave Day	
Thursday	28-Dec	Leave Day	Leave Day	OPEN
Friday	29-Dec	Leave Day	Leave Day	
Saturday	30-Dec			
Sunday	31-Dec			OPEN
Monday	1-Jan	New Year Day Public Holiday		
Tuesday	2-Jan	Local Government Day as per award		
Wednesday	3-Jan	Return to Work		

The current Council Policy 100 – Christmas/New Year and Easter arrangements as contained in **Attachment 14.2.1**, has been reviewed and discussed with the Executive Manager Infrastructure and the Chief Executive Officer. With review of the current employment contracts, positions descriptions offered to current staff and the provisions of both Awards for the Shire employees, this current policy contradicts the provisions for staff leave provisions and the budget consideration.

Currently staff are only entitled to 152 hours per annum for leave provisions. There are no details/agreements or contractual arrangements noted for staff to be eligible for 6 weeks leave. This

would be outside of the current Award provisions. Further to this there is no budget considerations that has been taken into account. It is recommended to revoke this policy due to legislation outlined under the Awards which provides for the relevant public holiday periods including the local government days. The balance of time to be taken is each individual’s annual leave provisions and what is available at the relevant time.

The Shire of Woodanilling Tip hours will remain the same.

It is the Officers Recommendation to support this request for Christmas and New Year’s closure period with emergency numbers to be available and distributed for the aspect of any significant emergencies or requirements that may be needed to be addressed over this period of time.

**STATUTORY/LEGAL IMPLICATIONS**

There is no statutory environment related to this item.

**POLICY IMPLICATIONS**

Council Policy 100 – Christmas/New Year and Easter periods are noted in this report.

**FINANCIAL IMPLICATIONS**

There is no financial implications to the organisation as all staff are entitled to leave which has been factored into the annual budget.

**STRATEGIC IMPLICATIONS**

**Theme 3**

**Customer Service**

**VISION**

- To be responsive to the expectations of our clients and users in the area of customer service.
- To promote excellence in customer service.

**OBJECTIVES**

- To observe the service standards in the Woodanilling Customer Service Charter (2010).
- To build confidence, support and satisfaction in service delivery by increasing and developing communication channels with the whole community.

**STRATEGIES**

- By ensuring elected members and staff are supported by ongoing professional development, and the maintenance of their professional standards
- An awareness of community views and listening to our community and being responsive

**CONSULTATION/COMMUNICATION**

Staff have been consulted and informed in relation to the designated public holidays and Local Government public holiday.

**RISK MANAGEMENT**

The risk in relation to this matter has been assessed as “Low” within the Risk Management Table.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That Council:

1. Endorses the Chief Executive Officers request to close the Administration Office and the Works Depot from 4pm on Friday 22 December 2023 with staff returning at Wednesday 3 January 2024 subject to:
  - a) The closure and emergency contacts being publicised on the Shire's website, Facebook page and Notice Boards in the months leading up to the Christmas period.
  - b) The Chief Executive Officer ensuring that there will be staff available for call outs in the event of an emergency.
2. Revokes Council Policy 100 – Christmas/New Year and Easter arrangements as contained in **Attachment 14.2.1** effective 17 October 2023.

### 15.3. PROPOSED COUNCIL MEETING DATES 2024

<b>File Reference</b>	ADM0368
<b>Date of Report</b>	12 October 2023
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	Nil

#### BRIEF SUMMARY

The purpose of this report is for Council to consider the Ordinary Council Meeting dates, times and schedule for the 2024 calendar year. All nominated meeting dates fall on the 3<sup>rd</sup> Tuesday of the month.

#### BACKGROUND

The *Local Government (Administration) Regulations 1996* requires a local government, at least once a year, to give local public notice of the dates, times and places at which Ordinary meetings of Council are to be held for the next twelve months.

Currently all Council meetings are held in the Council Chambers at the Shire of Woodanilling Administration Building at 3316 Robinson Road, Woodanilling. Council meetings commence at 4:00pm. Council meetings are open to the public. Council have the option to choose an alternative location, such as Kenmare Hall to hold one meeting, if they so decide.

Accordingly, Council is requested to adopt the following dates on which Ordinary Council Meetings are to be held in 2024:

No Meeting held in January 2024

20 February 2024

19 March 2024

16 April 2024

21 May 2024

18 June 2024

16 July 2024

20 August 2024

17 September 2024

15 October 2024

19 November 2024

17 December 2024

#### STATUTORY/LEGAL IMPLICATIONS

Section 5.25(1)(g) of the *Local Government Act 1995* (the Act) provides for the giving of public notices of the date and agenda for Council meetings.

Regulation 12(2) of the *Local Government (Administration) Regulations 1996* provides -

*“(2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held –*

- a) Ordinary council meetings;*
- b) Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.”*



Section 5.3(2) of the Act requires that a local government hold Ordinary Council Meetings no more than three months apart.

**POLICY IMPLICATIONS**

There are no policies that are associated with this item.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

**STRATEGIC IMPLICATIONS**

**Theme 3**

**Customer Service**

**VISION**

- To be responsive to the expectations of our clients and users in the area of customer service.
- To promote excellence in customer service.

**OBJECTIVES**

- To observe the service standards in the Woodanilling Customer Service Charter (2010).
- To build confidence, support and satisfaction in service delivery by increasing and developing communication channels with the whole community.

**STRATEGIES**

- By ensuring elected members and staff are supported by ongoing professional development, and the maintenance of their professional standards.
- An awareness of community views and listening to our community and being responsive.

**CONSULTATION/COMMUNICATION**

Subject to Council’s approval, in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, an advertisement regarding Council meetings will be placed on the Shire’s website, as well as the Shire’s Facebook page and Notice Boards.

**RISK MANAGEMENT**

The risk in relation to this matter has been assessed as “Low” within the Risk Management Table.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. REQUESTS the Chief Executive Officer give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire's 2024 Ordinary Council Meetings to be held at 4:00pm in the Council Chambers, Shire of Woodanilling Administration Office, 3316 Robinson Road, Woodanilling, with the exception of one meeting being held at Kenmare Hall, as noted below:

January 2024 – No meeting to be scheduled

20 February 2024

19 March 2024

16 April 2024

21 May 2024

18 June 2024

16 July 2024

20 August 2024

17 September 2024

15 October 2024

19 November 2024

17 December 2024

**15.4. REVIEW OF COUNCIL POLICIES – COUNCIL POLICY 47 – OCCUPATIONAL SAFETY AND HEALTH POLICY & COUNCIL POLICY 91 – ALCOHOL AND DRUG WORKPLACE POLICY**

<b>File Reference</b>	<b>ADM0115</b>
<b>Date of Report</b>	11 October 2023
<b>Responsible Officer/s</b>	Mike Hudson, Executive Manager Infrastructure Kellie Bartley, Chief Executive Officer
<b>Author/s of Report</b>	Mike Hudson, Executive Manager Infrastructure Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 14.4.1</b> – Current Council Policy 47 – Occupational Safety and Health <b>Attachment 14.4.2</b> – Revised Council Policy 47 – Occupational Safety and Health Policy <b>Attachment 14.4.3</b> – Current Council Policy 91 – Alcohol and Drug Workplace <b>Attachment 14.4.4</b> – Revised Council Policy 91 – Alcohol and Drug Workplace Policy <b>Attachment 14.4.5</b> – Procedure – Fitness for Work (Drugs Alcohol & Impairment)

**BRIEF SUMMARY**

The purpose of this report is to recommend to Council to adopt the review of the current Council Policies 47 – Occupational Safety and Health, 91 – Alcohol and Drug Workplace, Is so that it reflects current practice.

The current policies are contained in **Attachments 14.4.1 & 14.4.3**.

**BACKGROUND/COMMENT**

Shire Officers have commenced the review of the policies to be presented to Council over the next 12 months. The review will identify to revoke, review or endorse Business Operating Procedures due to their administrative nature.

There is no formal requirement for Council to review the Policy Manual, however it is one of the principal roles of Council under Section 2.7 of the *Local Government Act 1995* which is to determine the Policies of the Local Government and as such they should be regularly reviewed by Council.

Regular review of the Shire’s Policies is required to ensure their continued relevance and applicability. The review uses a range of methods to establish whether a policy works in practice and to determine the merit, or value of any improvements which can be made.

With changes to the Work Health and Safety Act 2020, the Shire has now updated the two Council Policies within this report and now reflects changes that are required by law to be included. Wording that is specific to this Act has now been revised within these two policies and new procedure.

This will enhance the work environment for staff, volunteers, contractors and any worker defined performing work for/on behalf of the “Person conducting a Business or Undertaking” (PCBU).

The Council Policies revised can be found in **Attachments 14.4.2 and 14.4.4**. A new work procedure has been also developed and is also contained in **Attachment 14.4.5**.

The officers recommendation is to support these vital policies to make the Shire aligned with this legislation.

**STATUTORY/LEGAL IMPLICATIONS**

Section 2.7 (2) (b) of the *Local Government Act 1995* prescribes that a primary function of the Council is determining the Local Government Policies.

**2.7. Role of council**

- (1) *The council —*
  - (a) *governs the local government’s affairs; and*

- (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government’s finances and resources;*  
*and*
- (b) *determine the local government’s policies.*

Furthermore, the legislation bounded by the *Work Health and Safety Act 2020* and relevant regulations are associated with this document.

**POLICY IMPLICATIONS**

The policy has been detailed in the item that is being presented.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

**STRATEGIC IMPLICATIONS**

**THEME 3**

**Governance**

**OBJECTIVES**

To promote continual improvement that is supported by efficient and effective governance structures and processes.

**STRATEGIES**

By ensuring legislation is used to effectively enable quality decision making.

**CONSULTATION/COMMUNICATION**

The consultation process has occurred with Senior Officers on the matters associated with this item.

**RISK MANAGEMENT**

The risk has been assessed and identified as “High” should the officers recommendation is not supported.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. adopts the revised Council Policy – 47 - Occupational Safety and Health Policy with the changes as contained in **Attachment 14.4.2;**
2. adopts the revised Council Policy – 91 – Alcohol and Drug Workplace Policy with the changes as contained in **Attachment 14.4.4;** and
3. notes the new Work Procedures – Fitness for Work (Drugs Alcohol & Impairment) Procedures as contained in **Attachment 14.4.5.**

**16. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**17. CONFIDENTIAL REPORTS**

**18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**

**19. CLOSURE OF MEETING**